



CITY OF DETROIT DEPARTMENT OF HEALTH AND WELLNESS PROMOTION

# VITAL RECORDS DIVISION

## APPLICATION FOR A CERTIFIED COPY OF A BIRTH CERTIFICATE

1151 Taylor Street, Detroit, Michigan 48202 • (313) 876-0417 or (313) 876-4049

Office Hours: Monday - Friday 8 a.m. - 4 p.m.

### INSTRUCTIONS:

1. Please read carefully the information below before completing the application.
2. To obtain a certified copy of a birth record, the applicant must indicate his/her relationship to the person named on the birth certificate. Certified copies of birth records can only be issued to the individual or the parent(s) named on the birth record. (MCLA 33.2882). This form is to be used to request certificates for births that occurred within the **CITY OF DETROIT ONLY by MAIL ONLY**.
3. Birth records for newborn children are not immediately available. Please allow 45 days from birth date of newborn before requesting a certified copy of the record. After 45 days, newborn birth records can be obtained by either mail-in application or walk-in request. All unwed births prior to October 1978 can be obtained only from Lansing.

For mail-in requests, complete the application and send a copy of your current ID, (driver's license or state ID) or three legal documents, along with a money order or certified check payable to the City of Detroit. **PLEASE DO NOT SEND CASH OR PERSONAL CHECKS.** To insure prompt return, please follow the above instructions carefully.

**WALLET SIZED RECORDS ARE NOT AVAILABLE FOR DETROIT BIRTHS.  
PLEASE USE ONE FORM PER REQUEST (PRINT CLEARLY).**

1. Name at Birth: \_\_\_\_\_  
(First) (Middle) (Last)
2. Place of Birth: DETROIT Date of Birth \_\_\_\_\_  
City Hospital (if known) Month Day Year
3. Mother's Name: \_\_\_\_\_  
(First) (Middle) (Maiden Name)
4. Father's Name: \_\_\_\_\_  
(First) (Middle) (Last)

NOTE: Records can be provided only to established person(s). Are you one of the established person(s) named on Line 1, 3 or 4?  
☐ Yes ☐ No

If no, what is your relationship to the person in Line 1? \_\_\_\_\_

If you are not one of the persons listed on Line 1, 3 or 4, you must present legal guardianship papers for children 17 and under or adults that are legally incapacitated. Fathers not listed on the record are not eligible to receive record until name is placed on record. Call numbers above for more information.

5. Applicant's Signature: \_\_\_\_\_

### PLEASE PRINT YOUR NAME AND MAILING ADDRESS BELOW

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

Please send the following:

Fee

Senior (65 and older)

☐ Certified Original  
Birth Certificate .....\$20.....\$7

☐ Additional Copies .....\$5.....\$5

Total Amount Enclosed \$ \_\_\_\_\_

**MAKE MONEY ORDER OR CERTIFIED CHECK  
PAYABLE TO: CITY OF DETROIT  
NO PERSONAL CHECKS OR CASH ACCEPTED.**

Mail to: **Vital Records Division  
1151 Taylor  
Detroit, Michigan 48202**

THIS BOX FOR INTERNAL USE ONLY

Certificate No. \_\_\_\_\_ Year \_\_\_\_\_ # of Copies \_\_\_\_\_



## VITAL RECORDS DIVISION

1151 Taylor, Detroit, MI 48202

### IDENTIFICATION REQUIREMENTS

**To protect you and the community from identity theft, we require proper identification with your birth application request.**

**GROUP 1:** If you have a valid Photo ID from this group, only 1 piece of ID is required.

- ◆ A valid Michigan Driver's License or State ID Card
- ◆ Current High School ID Card (Students 16 years or older)
- ◆ Valid driver's license or identification card issued by another U.S. state, jurisdiction or territory.

**GROUP 2:** If you have a Picture ID from this group, 1 more document is required from Group 3.

- ◆ Valid Foreign/USA Passport
- ◆ Expired Foreign/USA Passport (within 1 year)
- ◆ Veteran's ID Card
- ◆ Military ID
- ◆ Prison ID
- ◆ Expired Driver's License or State ID Card (within one year of expiration)
- ◆ Expired High School ID
- ◆ University or College ID

**GROUP 3:** Three different pieces of ID will be required from this list (must be dated within one year):

- |                               |                           |
|-------------------------------|---------------------------|
| ◆ Bridge Card                 | ◆ Employment ID w/Photo   |
| ◆ Health Insurance Card       | ◆ Current Pay Stub        |
| ◆ Probation Papers            | ◆ W-2 Form                |
| ◆ School Transcript           | ◆ Vehicle Registration    |
| ◆ U.S. Selective Service Card | ◆ Vehicle Title           |
| ◆ Voter's Registration Card   | ◆ INS Resident Alien Card |
| ◆ Current Utility Bill        | ◆ Divorce Decree          |
| ◆ FIA Documents               | ◆ Marriage License        |
| ◆ Military Service Records    |                           |

**Individuals under the age of 16 are unable to request a copy of their own record.**